

12 June 1948

TO :
FROM :

Several suggestions have been made to with respect to administrative functions and he has taken steps to carry them out to the best interests of the office. A few items remain which, although they have already been mentioned to you or appear worthy of repetition. They are:

1. The emergency fund (\$300), of which a portion remains, should be accounted for through the use of the agency form I gave you, or a copy thereof, at the earliest practicable date. The completed form, and your check made payable to should be directed to the Chief, Budget and Finance Branch, Room No. 209 Central Building, 2430 E Street, N. W. - Washington 25, D. C. No report of this matter need be made to the disbursing officer as it is already properly disposed of in his accounts.

2. The Personnel Branch is desirous of receiving detailed explanatory statements in connection with future personnel actions requested by your office. Also, wage studies should be submitted to the Branch in support of future adjustments in salaries of local appointees.

3. The Executive for Inspections and Security requires a listing, by name and nationality, of the individuals both in and out of your office who see the accounts and related papers.

4. Specific questions with respect to property matters should be presented to the Services Branch. It is understood that questions now exist in connection with certain unserviceable and surplus items. All non-expendable property locally acquired should be reported to the Branch, giving complete reference nomenclature.

5. The disbursing officer should be advised by memorandum to transmit the original and one copy of each disbursement voucher with the monthly account current. This will eliminate unnecessary copies now being forwarded. The procedure whereby your office transmits advance copies of vouchers to Washington should continue. It might be wise to remind to leave the name of the parent organization off the account current transmittal letters, substituting therefor.

6. Consideration should be given the delegating of authority to a member of your staff to act and sign for you in the issuance of travel orders, the certification of true copies of various documents required in connection therewith, and administrative certification of travel vouchers. Such designation should be made in writing and forwarded to the Budget and Finance Branch.

7. Since you are the only Authorized Certifying Officer in the it is suggested that an alternate be selected in order that the disbursement of accounts will not be delayed in the event of absence on your

part. A teletype to Washington, giving the name of the selectee, will bring the necessary forms to be executed. As you know, an annual premium of \$5 must be paid by an Authorized Certifying Officer for his bond.

8. Form 34-14, Report of Estimated Obligations, for the 1949 fiscal year, should be submitted to the Budget and Finance Branch as soon as possible, the deadline being 15 June. The postage stamp report, for the quarter ending 30 June, should be furnished the Branch on agency form shortly after the close of the month.

9. It is understood that the Table of Requirements for the 1949 fiscal year is in the process of completion. This document should reach the Services Branch at the earliest possible date.

In closing, I wish to express my sincere appreciation for the friendship and cooperation extended by you and your entire staff. My visit has been most pleasant and it is hoped we will meet again in the not too distant future. Please do not hesitate to contact me in the event I can be of any assistance whatsoever.

/s/

[Redacted Signature]

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